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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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## Frequently Asked Questions

### Annual Abatement Upload

December 1, 2019

**1. *Where are the annual Economic Revitalization Area Abatement Information Reports uploaded?***

The annual Economic Revitalization Area Abatement Information Reports are uploaded via the Department's Gateway "File Transmission" application.

**2. *I am trying to upload my Annual Economic Revitalization Area Abatement Information report onto Gateway and my file failed. What format do we need?***

The maximum length for file names for the abatement upload is 50 characters (that includes the extension; '.doc', '.xlsx' etc).

The Department recommends that if your file upload fails, first verify that the name of the file that is being uploaded does not exceed 50 characters. If the name of the file does exceed 50 characters, please shorten the file name and re-upload the file.

If you continue to experience issues when uploading the abatement file(s) into the File Transmission application, please email a copy of the file(s) that are attempting to be uploaded to [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) and our programming team would be happy to review the file(s).

**3. *I received an error message after uploading an abatement file. What should I do?***

If you received an error message after uploading an abatement file, please exit the File Transmission application, and then re-open the File Transmission application.

**4. *How do I delete an abatement file?***

If you would like an abatement file to be deleted, please email the file(s) "ID" that should be deleted to [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) and our programming team would be happy to delete the file(s) for the unit. The "ID" can be found in the first column of the "Annual Economic Revitalization Area Abatement Information Report Upload" screen.

### **5. *What should be reported?***

The Department emphasizes that there are two sets of information that must be published:

- 1) All of the new abatements approved for current calendar year, including the details specified by IC 6-1.1-12.1-8(a)(1); and
- 2) The total amount of outstanding abatements by type (abatements approved in prior years that are still in effect). The affidavit indicating the proof of publication for the abatement report is not required to be uploaded to the File Transmission application.

### **6. *Who may upload the abatement information?***

The county auditor must, by December 31, file the information required to be published by IC 6-1.1-12.1-8(a)(2), (a)(3), and (a)(4) with the Department.

For assistance with becoming an authorized user of any of the Department Gateway applications, please email the Gateway support team at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).